

Quick Tips



Training Resources

How to Add a Subaward to a Project in Streamlyne

Adding Subaward Recipients

- 1. Open the existing proposal document (See *Finding a previously-created proposal* in <u>Getting Started in Streamlyne</u> guide: <u>https://streamlyne.unm.edu/resources/getting-started-in-streamlyne.pdf</u>)
- 2. Within your proposal, use the quick menu on left side of screen to navigate to the **Proposal** section, then click **Sponsor & Program Information** to expand the panel.

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3. Tick the box labeled **Does this Proposal include Subrecipients?** in the **Sponsor & Program Information** panel.

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- 5. Open the next panel labeled Organizations, Performance Sites & Collaborators

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👯 Streams	* Proposal Type : New	Project Start Date : 01/01/2023				
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- 6. In the **Collaborators & Subrecipients** section on the line labeled **Add:** Click the magnifying glass to search for an Organization
 - If the correct Organization is identified, click Add to confirm.
 - If the correct Organization is not found, contact OSP (osp@unm.edu) to add it.

collaborat	earch to identify the organizations involved in the project. All searches rec or. ance sites or collaborators are not found in the address book, first add th			erformance site o		
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Training Resources



- 1. Ensure that the direct and indirect costs of the subaward are calculated correctly on the UNM Internal Budget Worksheet
 - Note that the first \$25k of each subaward is included in UNM's Modified Total Direct Costs.

2. Upload all Subaward documentation in the **Internal Attachments** panel in the **Attachments & Notes** section. Required documentation includes:

- Subaward Statement of Work
- Subaward Letter of Commitment
- Subaward Budget Worksheet
- Subaward Budget Justification
- Subaward F&A Agreement

V Special Review	
Attachments & Notes	Documentation for internal (OSP) use. These attachments will NOT be transmitted to the sponsor and may be in any common file format. All proposals require:
Questions	Proposal Narrative/SOW (draft or completed; mandatory)
\$ Budget Versions	Solicitation (mandatory) Internal Budget Worksheet - OSP approved (mandatory)
93 Proposal Summary	Internal Budget Justification (mandatory)
* Proposal Actions	As needed:
Permissions	 Subaward documentation (letter of commitment, budget, budget justification, statement of work, F&A rate agreement) Cost Share Budget Template and Spending Plan (as applicable)
Streams	 F&A Reduction Request Form (as applicable) F&A Split Form (as applicable) Export Control Form (if applicable) PI Eligibility Exception Request Form (if applicable) IACUC Approval Letter (if applicable)
	Add Internal Attachments 🕥
	Posted Uploaded By * Attachment Type Description * File Name Actions
	Timestamp Add: Select: This field contains a list of institutional Choose File No file chosen Add
	✓ select: *Solicitation *Internal Budget Justification *Internal Budget Worksheet IACUC Approval *Statement of Work Correspondence Cost Sharing Documentation Equipment - Vendor Quotes Export Control Form Extra Compensation F&A Documentation Internal/Other Proposal (Final Package) Reps and Certs Subaward Budget Justification Subaward Budget Worksheet Subaward Budget Worksheet Subaward Budget Statement Subaward Statement of Work